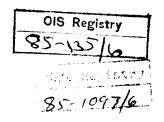
C-O-N-F-I-D-E-N-T-I-A-L



28 MAR 1985

MEMORANDUM FOR:	Deputy Director	r for Operations		in 6 - 9
FROM:	Harry E. Fitzwa Deputy Director	ater r for Administrat	ion	76-8
SUBJECT:	Evaluation of t Security Progra	the Agency's Info am	rmation	
Office's (ISOO) information secu focused on the remarkings, safegue and the degree of derivative class inconsistencies exceeded the statimplementing directly and the cooperat	report on its FY rity program. A eview of classif arding procedure f understanding ification decision classification dards establish ective.	As you will note, fied documents for es, information so by Agency person ions. With the error markings, ISOO ned by Executive	s of the Agend the ISOO instruction of country train nel in making xception of second that CO order 12356 at the country of country train of country train of country train of country train of country trains of	cy's pections sification and ing programs, original and ome IA met or nd its f NE Division
inspection.		Harry E.	Fitzwater	
Attachment: As Stated				
UNCLASSIFIED Exc	ept Where			

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Report of Inspection by The Information Security Oversight Office of the Central Intelligence Agency

I. General

On March 15, May 3 and Augus	t 28, 1984,					
Program Analyst, Information						
(ISOO), inspected the Central Intelligence Agency's (CIA)						
information security program to evaluate its compliance with						
Executive Order 12356.	was accompanied by CIA					
	Chief, Information Management					
Branch. ISOO's FY 1984 insp	ections continued to concentrate					
	marking and safeguarding; and					
in particular, focused on th	e degree of understanding CIA					
personnel had of relevant pr	ovisions of E.O. 12356 as they					
relate to original and deriv	ative classification.					

II. Pindings

A. Classification/Marking

The agency continues to use its classification guide as a basis for its derivative classification. CIA procedures for using the guide as a basis for a derivative classification are more effective than procedures in most other agencies because CIA officials marking the documents are required to identify the specific item in the guide. This procedure facilitates the conduct of audit trails to determine if the level and duration assignments are proper.

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and duration assignments are proper.

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Training

B.

Personnel responsible for the classifying and marking of documents continue to receive effective initial and refresher training. Immediate corrections are made when errors in marking procedures are detected. Training in the handling, safeguarding and use of classified information is an ongoing program with frequent refresher sessions and constant observation.

C. Safequarding

The agency has excellent procedures for the transmittal, storage and handling of classified information. Programs and procedures are constantly reviewed to determine if they require upgrading or modification. Individual offices have strict programs for the checking and control of classified information in their possession. No deficiency was detected during the course of the inspections.

III. Conclusion

The Central Intelligence Agency's information security program is in compliance with the Executive Order and the ISOO Directive.

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IV. Recommendations

Documents should be periodically checked to determine if they are in compliance with the STAT Order. When deficiencies are detected, the responsible official should be notified and errors corrected.